

Notary Public Application Instructions

To Qualify for Appointment as a Notary Public You Must:

- Be at least 18 years of age, *and*
- Be able to read and write English, *and*
- Reside in Washington State *or* reside in an adjoining state and be regularly employed in Washington State or carry on business in Washington State.

Complete the Application

- If you are a first-time applicant, or if you are renewing your appointment *after* your expiration date, complete the application form in full. You must swear or affirm and sign the Declaration of Applicant **in front** of a notary public.
- If you are renewing your appointment *prior* to your expiration date, complete only the Applicant Information and Applicant Personal Data sections of the application form.
- **Your name and your signature on the application form must be identical. We require your last name and at least your first and middle initials** (RCW 42.44.050).
- Your Social Security Number is required (RCW 26.23.150).

Obtain a \$10,000 Surety Bond

- When you first apply and each time you renew your appointment, you must obtain a \$10,000 surety bond from any insurance company qualified to write surety bonds in this state.
- The surety bond must cover the four-year period of the notary public term.
- Your name on the surety bond should be identical to your name and your signature on the application form.

Submit the Application

- Send the completed application form, along with the \$10,000 surety bond (*original or copy*), and application or renewal fee of \$30 (*make your check or money order payable to the Washington State Treasurer*) to:

**Department of Licensing
Notary Public Section
P. O. Box 9048
Olympia, WA 98507-9048**

- Allow approximately thirty days for your application to be processed and your notary certificate to be printed and mailed to you.

Obtain Your Notary Seal or Stamp

- You must present a photocopy of your notary public certificate to the vendor you choose to make your stamp or seal before it can be provided to you.
- Upon completion of any notarial act, the notary must sign the notary certification using his or her name exactly as it appears on the notary public certificate and on the seal or stamp.

The Laws Relating to Notaries Public

- Visit the Notary Public web site at:
www.dol.wa.gov to see all the laws relating to Notaries Public. Find the “Quick Clicks” menu at the right side of the screen and click on RCW 42.44, WAC 308-30, and Uniform Regulation of Business and Professions.
- As a Notary Public in Washington State, you are expected to know and abide by all of the notary public laws.

Change of Address

If your address changes, please notify us via e-mail at intnotarie@dol.wa.gov, or by mail at Department of Licensing, Notary Public Section, PO Box 9027, Olympia, WA 98507-9027. Include your name as shown on your notary certificate along with your date of birth, and your previous and new addresses.

Questions?

Call us at (360) 664-1550.

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1550 or TTY (360)664-8885.

Notary Public Appointment Or Reappointment Application

FOR VALIDATION ONLY

001-000-256-0001

FEE: \$30.00

A \$10,000 surety bond must be provided. Enclose the original or a copy.

Make remittance payable to State Treasurer.
Send application and bond with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Please type or print clearly in dark ink

Applicant Information

☐ Original Appointment

☐ Reappointment

Applicant Name _____
FIRST NAME OR INITIAL MIDDLE NAME OR INITIAL LAST NAME

Address _____
PO BOX/STREET

City _____ State _____ Zip Code _____ County _____

Telephone No. (____) _____ ☐ WA Resident ☐ Non-resident, State _____
DURING NORMAL BUSINESS HOURS

Date of Birth ____/____/____ Gender ☐ M ☐ F Social Security No. _____
MO. DAY YR. REQUIRED PER RCW 26.23.150,

Name on any previous Washington Notary appointment, if different from above: _____

Endorser Signatures – provide three (3) endorsements

I, the undersigned endorser, being a person eligible to vote in the state of Washington, and of the age of 18 or more, believe the applicant for a notary public appointment, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

1. _____ <small>ENDORSER'S SIGNATURE</small>	_____ <small>ADDRESS, CITY, STATE, ZIP</small>	_____ <small>DATE OF SIGNING</small>
2. _____ <small>ENDORSER'S SIGNATURE</small>	_____ <small>ADDRESS, CITY, STATE, ZIP</small>	_____ <small>DATE OF SIGNING</small>
3. _____ <small>ENDORSER'S SIGNATURE</small>	_____ <small>ADDRESS, CITY, STATE, ZIP</small>	_____ <small>DATE OF SIGNING</small>

Applicant Personal Data

1. Have you been convicted of a crime, misdemeanor or felony in this state, any other state, by the federal government, or any other jurisdiction within the past ten years, other than a traffic infraction? ☐ Yes ☐ No
2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, by the federal government, or any other jurisdiction? ☐ Yes ☐ No
3. Has any professional or occupational license, certification, or permit held by you, been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? ☐ Yes ☐ No
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in this state, any other state, by the federal government, or any other jurisdiction? ☐ Yes ☐ No

Please explain on the next page or attach a letter of explanation for any "Yes" answers to the questions above, including charge(s), date of conviction, civil judgement or order, county jurisdiction, state, and disposition of charge(s).

Explanation for Any Personal Data “Yes” Answer(s)



Attach a separate sheet if more space is needed.

Declaration of Applicant – Must be sworn to or affirmed and signed in front of a notary public

I, _____, solemnly swear or affirm under penalty of
PRINT NAME **EXACTLY** AS IN “APPLICANT INFORMATION” SECTION
perjury that the personal information I have provided in this application is true, complete, and correct; that I have carefully read the materials provided describing the duties of a notary public in and for the state of Washington; and, that I will perform to the best of my ability, all notarial acts in accordance with the law. I have carefully read the questions in the foregoing application and have answered them completely, and pursuant to RCW 9A.72.085, I declare under penalty of perjury under the law of the state of Washington that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of my appointment as a notary public in the state of Washington.

X

SIGN **EXACTLY** AS IN “APPLICANT INFORMATION” SECTION

DATE

CITY

STATE

Signed and sworn to **before me** on this _____ day of _____, _____

COUNTY AND STATE

X

SIGNATURE OF NOTARY PUBLIC

PRINTED NAME OF NOTARY PUBLIC

RESIDING AT

EXPIRATION DATE OF NOTARY PUBLIC APPOINTMENT

SEAL

***Upon Filing, This Document Becomes a Public Record and is
Subject to Public Disclosure Provisions Under RCW 42.56***